

## **Renewal Application Compilation Instructions**

**Original packet** submitted to OSUP should include each of the following items in the order listed:

- Vendor letter of transmittal on company letterhead identifying your company's submission of the annual renewal packet. The vendor letter of transmittal should advise if 1) there are any changes to the person identified as being responsible for the FTP file retrieval, and 2) if there are any changes to the Vendor's Louisiana Employee specific website and/or web address.
- SED-2, Application form signed by one of the principal officers listed in item #3 AND the Administrative Coordinator with the Corporate Seal.
- For NON-Insurance Vendors or Domestic Insurance Vendors not meeting A.M. Best rating requirements, provide evidence of compliance with §114 of the payroll deduction rule and R.S. 42:455.
- SED-2PID, Product Identification Data form.
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For policies with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
- Email all completed Word & Excel files (SED-2, SED-2PID, and all addendums) to Jodi.Bullock@la.gov.
- SED-4, copy of current approved State Employee Payroll Deduction Authorization form.

**Second packet** should include copies of each of the following items in the order listed:

- Vendor letter of transmittal on company letterhead
- SED-2, Application form.
- SED-2PID, Product Identification Data form.
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For policies with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.

**Third packet** should include copies of each of the following items in the order listed:

- SED-2, Application form, for each product listed in item #9 (Products/Services) on SED-2. **(For example, a vendor has Cancer and Heart listed on #9 of the SED-2 form, then 2 copies of the SED-2 are needed.)**
- Addendum - for EACH policy on form SED-2PID
  - Attach Monthly Premium Rate schedules and calculation sheet if applicable
  - Attach Specimen Policy
  - Attach Riders and Rate schedules
  - Attach Brochures/Flyers
  - For policies with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.